

Retention and Classification Report

Agency: Sterling (Utah) (1124)

Town Hall
110 West 100 North, P.O. Box 650069
Sterling, UT 84665
435 835-1799

Records Officer

27357	Agreements and policies
27334	Council minutes
27356	Ordinances and resolutions
27355	Planning and Zoning Committee minutes

AGENCY: Sterling (Utah)

SERIES: 27357

1

TITLE: Agreements and policies

DATES: 1975-

ARRANGEMENT: Subject

DESCRIPTION:

This series includes agreements and policies between Sterling and individuals and/or groups. Agreements cover the sale of property, water use, land use, and utilities. Policies relate to annexation and public works (street construction).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently and then microfilm.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

Administrative Fiscal Historical Legal

The Sterling Town agreements and policies have ongoing administrative, fiscal, legal, and historical (research) value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sterling (Utah)

SERIES: 27334

3

TITLE: Council minutes

DATES: 1946-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 01/04/2010

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

AGENCY: Sterling (Utah)

SERIES: 27334

TITLE: Council minutes

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Regional Repository permanently.

APPRAISAL:

Administrative Historical Legal
Minutes have permanent value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Sterling (Utah)

SERIES: 27356

3

TITLE: Ordinances and resolutions

DATES: 1934-

ARRANGEMENT: Chronological

DESCRIPTION:

These books contain the legislative action of city council to regulate, require, prohibit, govern, control, or supervise any activity, business, conduct, or condition authorized by UCA 10-3-701 to 715 (1997). An ordinance includes a number, a title, preamble, an ordaining clause, the body or subject of ordinance, when applicable, penalty of violation, effective date, signature of mayor or acting mayor, and municipal seal.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 18, Item 19.

AUTHORIZED: 01/04/2010

FORMAT MANAGEMENT:

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APPRAISAL:

Administrative Historical Legal

Ordinances have legal value because they are municipal laws. They have historical value because ongoing ordinances document changes to the law over time.

AGENCY: Sterling (Utah)

SERIES: 27356

TITLE: Ordinances and resolutions

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Sterling (Utah)

SERIES: 27355

3

TITLE: Planning and Zoning Committee minutes

DATES: 2006-

ARRANGEMENT: Chronological.

DESCRIPTION:

These are the minutes of regular, special, and emergency meetings of official municipal committees, boards, and task forces. UCA 52-4-7(1) (1997) requires that written minutes be kept of all open meetings. These minutes shall include: "the date, time and place of the meeting; the names of members present and absent; the substance of all matters proposed, discussed, or decided, and a record, by individual member, of votes taken; the names of all citizens who appeared and the substance in brief of their testimony; and any other information that any member requests be entered in the minutes." Minutes are also required to be kept for all closed meetings in accordance with UCA 52-4-7(2) (1997) and to include: "the date, time and place of the meeting; the names of all others present except when such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting." They may also include an official agenda. (See also Internal committee records).

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

AUTHORIZED: 03/13/2015

FORMAT MANAGEMENT:

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AGENCY: Sterling (Utah)

SERIES: 27355

TITLE: Planning and Zoning Committee minutes

(continued)

APPRAISAL:

Administrative Historical Legal
Minutes have permanent value.

PRIMARY CLASSIFICATION:

Public